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## THE PROCEDURES FOR RECRUITMENT AND PERFORMANCE OF PROJECTS FOR MOBILITY IN THE ERASMUS + PROGRAM MOBILITY FOR HIGHER EDUCATION (KA 131 2021-2027)

### *Basic principles of the implementation:*

1. Every first, second or third cycle SGGW student with the citizenship of any foreign country may apply for an Erasmus + scholarship in order to study, and a short-term stay abroad.
2. Student exchange may be carried out in the EU Member States or associated countries. SGGW students can study at a partner higher institution based on a signed bilateral agreement.
3. The mobility may last from 2 to 12 months - one or two terms - during one academic year according to the academic calendar of the hosting institution.
4. Any study period may be carried out as a physical mobility, virtual mobility (from Poland) and as a blended mobility, i.e. a combination of physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork.
5. The decision on the form of carrying out the mobility must be taken by all parties - the sending institution, the hosting institution, and the participant, before the mobility start date.
6. A short-term mobility occurs as a part of intensive blended courses (BIP), lasting from 5 to 30 days of physical mobility with a mandatory virtual component, at partner higher institutions based on the bilateral agreement.
7. It is possible to undertake numerous mobility, providing that:
  - a) mobility - studies, traineeships, short-term mobility - at each level of bachelor / engineering / doctoral studies do not exceed a total of 12 months participation in any cycle,
  - b) in case of long cycle studies (veterinary medicine), the total mobility may not exceed 24 months.
8. The mobility start date is the first day the student needs to be present at the hosting institution, specified as the first day of a term, an intensive course, or the first day of recommended activities at a partner university: e.g. Orientation / Introduction Days, etc. The end date is the last date the student needs to be present at the hosting institution, specified as the last day of the term, the examination session.
9. The Erasmus program value is the exchangeability of the study period completed abroad. The period spent abroad under the Erasmus study program is included in the SGGW study course.
10. Any student participating in the Erasmus program receives a scholarship to compensate for differences in costs incurred in Poland and during the stay abroad. The scholarship does not cover the costs incurred by the student, but only co-finances the stay. Therefore, the participant needs to take into account the necessity to bear the costs related to the stay. Students receiving a social scholarship in the year preceding their mobility may apply for additional funding.

### **STUDENT MOBILITY FOR EXCHANGE STUDIES**



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### *Requirements for the candidate:*

1. The right to join the Erasmus + study programme is granted to those who have completed the first year of first-cycle or long-cycle studies and have a status of the SGGW.
2. The recruitment is carried out one year in advance, hence the students who are currently in their first year can also apply. Students who are on a dean's leave or other occasional leave may apply for mobility during the selection process, and during the mobility they need to have the status of a student.
3. To participate in a study exchange, a student needs to communicate in a foreign language at the B1 or B2 level (depending on the requirements of the partner higher institution), to an extent allowing him/her to actively participate in courses i.e. reading texts, writing papers, communicating with other participants.
4. Students with good academic results may participate in a study exchange. There is no average threshold required from students. The criterion is intended to enable the department coordinator to establish the candidate ranking list, if necessary.
5. Any active backlog does not eliminate the student from participating in the selection process. At the time of departure, the student should not have any active backlogs, although one retake is possible, nevertheless such situations should be considered individually by the Vice-Dean for Didactics.

### *Enrollment and selection process*

The enrollment for the Erasmus program consists of three phases:

#### **Phase 1. Selection process at the Faculty: November - January, April - June.**

The student is obliged to:

- get familiar with the offer of the partner universities appropriate for the given faculty, available on the IRO website. The detailed information regarding the knowledge of a language level can be found in the specific tables,
- browse the partner universities' websites, especially in terms of the offered study programs,
- fill in the application form for Erasmus + study exchange, and send it to the appropriate Faculty Coordinator during the enrollment.

The form needs to be accompanied by a scan of the signed consent to personal data processing during the Erasmus + program selection process. The students who do not complete the form and / or do not send the signed GDPR clause to the Coordinator will not be considered.

Each Faculty has its own selection system for the best candidates. The Faculty Coordinator and Vice-Dean for Didactics are responsible for the enrollment and selection process.

#### **Phase 2. A foreign language exam**



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This is an online exam for the candidates selected by their faculties. The exam is free of charge. In order to enroll, the candidate needs to fill the application form for the Erasmus + study exchange.

Any students with the international language certificate at the intermediate or higher level (minimum B2 level), and those who study at SGGW in English, graduated from a high school abroad, or have an international high school diploma are exempt from the exam.

The language exam includes the following languages: English, German, French, Spanish, Italian.

### **Phase 3. Students' list evaluation**

After the results of foreign language exams are announced and the lists of qualified students and protocols are submitted to IRO, they need to be verified by the Erasmus + Program Coordinator and Exchange Coordinators at IRO. In justified cases, the Erasmus + Coordinator has the right to change the allocation of places and cancel the mobility. IRO should inform the faculty in case of any changes. The International Relations Office should inform students about the final selection and allocation of places.

#### *Implementation and settlement*

##### 1. Application documents:

Students who have been qualified for mobility need to report to IRO to start the mobility procedure.

They are required to provide the following documents:

- a) personal data form with the GDPR clause
- b) study program

Before leaving, a study program (i.e., Learning Agreement) should be established, using the Erasmus + Dashboard OLA Platform. Information on the offered study programs can be found on the websites of the partner higher education institutions. Based on that, the student should select subjects that coincide with those at SGGW.

In order to determine the alternative subjects entered into the LA is the similarity of learning outcomes, not a "one-to-one analogy" between the study programs.

The student needs to make sure if the selected subjects are taught during his stay, and verify the language of instruction. It is also important to check whether the selected subjects require prior preparation (completion of the specific study programs at the university).

The number of courses depends on several factors: the faculty's requirements; the number of subjects to be studied at SGGW at that time; a number of ECTS credits. The ECTS credit system, i.e. the European Credit Transfer System, assumes that one semester of study corresponds to 30 ECTS credits.



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It is presumed that 60 ECTS credits are obtained during one the academic year. Each subject, depending on the number of hours of classes and the student's own work input (writing papers, studying at the library) is assigned the appropriate number of ECTS points. The minimum number of ECTS in the Learning Agreement is 20 ECTS. The mobility is possible during the last study term with a minimum of 15 ECTS.

The study program must be approved by:

- Vice-Dean for Didactics or Head of the Doctoral Studies, Director of the Doctoral School,
- host organization.

To guarantee the high-quality of study exchange and recognition of the achievements gained abroad, it is crucial to establish the participant mobility program and the approval of all parties for its implementation before the mobility starts.

- Comparison Card, Recognition Sheet.

It is necessary to indicate educational elements the student would implement at the sending higher education institution, which can be replaced and recognized thanks to the implemented international educational program.

The exchangeability of courses must correspond to a minimum of 50% of the subjects at SGGW + one subject. Any study programs with less exchangeability cannot be conducted.

## 2. Approval of the host institution:

After being approved, the student is obliged to:

- a) inform the IRO about this fact,
- b) prepare a time away request form in accordance with the instructions provided by IRO,
- c) sign the Green Travel declaration, if applicable,
- d) sign an agreement with SGGW specifying the terms and conditions of traineeships, as well as the scholarship payment and settlement,
- e) buy insurance - each person going for traineeships to EU countries and Norway, must have an EHIC card (EKUZ). The EHIC covers only the "necessary assistance", therefore it is recommended to purchase an additional medical policy. In case of traveling to a country where the EHIC card is not valid, it is compulsory to purchase health care insurance. It is also recommended to buy accident insurance (NNW), and civil liability insurance (OC).



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3. During the mobility:
  - a) any procedures related to crossing the border and legalizing the stay should be settled by the student,
  - b) if necessary, up to one month from the beginning of the term, the student may introduce changes to the LA:
    - the revised program must cover the required ECTS number in accordance with point 1 (Implementation),
    - the changes must be approved by the host institution and the relevant Dean for Didactics / Head of the Doctoral Studies, Director of the Doctoral School,
    - the participant must prepare a new Recognition Sheet and Comparison Card,
  - c) in case of extending the stay, the participant is obliged to complete all procedures at least one month before the end of the original period of stay as indicated in the agreement:
    - preparation of a new LA approved by the host university and the relevant Dean for Didactics / Head of Doctoral Studies, Director of the Doctoral School,
    - preparation of the new Recognition Sheet and Comparison Card,
    - signing the annex to the agreement,
  - d) during the mobility, the student is obliged to attend classes and take final exams.

#### 4. Settlement of the mobility – studies

In order to settle the mobility, the student is obliged to:

- a) provide IRO with the Confirmation of Stay, issued by the host institution. In case of virtual or blended mobility, it is recommended to indicate the duration of stay. The minimal period is two months,
- b) provide IRO with the Transcript of Records with the minimum results of 15 ECTS credits obtained abroad,
- c) provide the student's home department/faculty with the Transcript of Records;
  - the participants who successfully completed the assumed study program should receive the recognition of the learning outcomes. The ECTS credits are fully recognized, and the exchange subjects should be included in the diploma supplement in their original wording, including the name of the host higher education institution; the person responsible for the settlement of mobility is the Vice-Dean for Didactics / Head of the Doctoral Studies,
  - in case of failure to complete any courses, the decision is made individually by the Vice-Dean for Didactics,
- d) fill in the evaluation form,
- e) provide the documents to settle the Green Travel, if applicable.



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#### 5. Funding rules:

The detailed information on the rates for a given academic year and the payment methods can be found in "Principles of financing student mobility activities under the Erasmus + program" approved by the Vice-Rector for International Cooperation.

The Erasmus student is exempt from tuition fees at a foreign university. However, they need to bear any additional costs related to studying on the same conditions as local students (e.g. the cost of textbooks, additional trips, ID cards, etc.), and the costs of living (accommodation, meals, transport and others). Upon arrival, the student should receive a student ID card entitling to some discounts and benefits. The student must be prepared to incur expenses related to the stay abroad.

### **SHORT-TERM BLENDED INTENSIVE PROGRAMS (BIP)**

#### *Requirements for the candidate:*

1. The right to join the study programme is granted to those who have completed the first year of first-cycle or long-cycle studies and have a status of the SGGW.
2. To participate in an intensive program, a student needs to communicate in a foreign language at the B1 to an extent allowing him/her to actively participate in courses.

#### *Enrollment and selection process*

1. The enrollment for BIP is carried out by the SGGW unit, which is a partner in the group responsible for organizing and implementing BIP. The unit is obliged to provide IRO with the selection report including the enrollment criteria. The enrollment must be preceded by the submission of a course to IRO on the date indicated by the Erasmus + Coordinator.
2. The IRO offers enrollment for other short term mobility programs on an ongoing basis until the funds are drained away.
3. Students recruiting for short-term mobility are required to provide IRO with:
  - a) an application form,
  - b) a consent of the Faculty Coordinator and the Dean for Didactics to participate in the program,
  - c) a certified knowledge of a foreign language. The following criteria are also considered to be a confirmed knowledge of the language: studying in English at SGGW by a candidate, earlier participation in the Erasmus + program, or high school diploma in a foreign language at an extended level, with a result of at least 50%. Anyone not meeting the language criteria, is obliged to pass an online exam assigned by the IRO office on the PIPPLET platform. The exam is free of charge for applicants. The knowledge of a foreign language can be verified during individual interviews with the faculty recruitment committees. The priority to participate in short-term mobility is given to people reported by the SGGW unit, and those who have not participated in the Erasmus + program. Applicants who have submitted a complete set of the above documents are eligible for the available programs according to the order of applications.



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### *BIP Implementation and settlement:*

#### 1. Application documents:

Students who have been qualified for BIP are required to provide IRO with the following documents:

- a) personal data form with the GDPR clause
- b) study program including the course name and number of the ECTS credits.

#### 2. Travel documents:

- a) a time away request form in accordance with the instructions provided by IRO,
- b) the Green Travel declaration, if applicable,
- c) an agreement with SGGW specifying the terms and conditions of the course, as well as the scholarship payment and settlement,
- d) insurance - each person going to EU countries and Norway, must have an EHIC card (EKUZ). The EHIC covers only the "necessary assistance", therefore it is recommended to purchase an additional medical policy. In case of traveling to a country where the EHIC card is not valid, it is compulsory to purchase health care insurance. It is also recommended to buy accident insurance (NNW), and civil liability insurance (OC).

#### 3. Funding rules

The detailed information on the rates and the payment methods can be found in "Principles of financing student mobility activities under the Erasmus + program" approved by the Vice-Rector for International Cooperation.

#### 4. Settlement

In order to settle the mobility, upon return the student is obliged to:

- a) provide IRO with the Confirmation of the program completion, issued by the host institution. In case of virtual or physical mobility, it is recommended to indicate the duration of each type of mobility,
- b) fill in the evaluation form,
- c) provide the documents to settle the Green Travel, if applicable.

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Dr hab. Marta Mendel

Vice-Rector for International Cooperation